

Daily Cleaning Schedule

Opening and end-of-day cleaning tasks · all rooms



Little Squirrels Childcare · Updated June 2026 · Manager Fiona Tynan

Date:

Completed by:

Daily checklist

Area / task	AM	PM
Tables and chairs cleaned and sanitised	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen/snack preparation area cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Worktops disinfected	<input type="checkbox"/>	<input type="checkbox"/>
Floors swept/vacuumed	<input type="checkbox"/>	<input type="checkbox"/>
Floors mopped where required	<input type="checkbox"/>	<input type="checkbox"/>
Toilets cleaned and disinfected	<input type="checkbox"/>	<input type="checkbox"/>
Toilet supplies replenished	<input type="checkbox"/>	<input type="checkbox"/>
Door handles and high-touch surfaces sanitised	<input type="checkbox"/>	<input type="checkbox"/>
Toys and resources cleaned as required	<input type="checkbox"/>	<input type="checkbox"/>
Bins emptied and liners replaced	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment checked and wiped down	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning equipment stored safely	<input type="checkbox"/>	<input type="checkbox"/>

End of day check

Item	Done	Item	Done
Attendance records completed	<input type="checkbox"/>	Accident/incident forms completed	<input type="checkbox"/>
Medication records completed	<input type="checkbox"/>	Room left tidy and safe	<input type="checkbox"/>
Windows and doors secured	<input type="checkbox"/>	Lights and equipment switched off	<input type="checkbox"/>

Staff signature:

Date:

Related documents Weekly Cleaning Schedule Daily Risk Assessment Incident & Illness Tracker